

**United States District Court
Northern District of Ohio**

CM/ECF Tips:

Setting up E-Mail Notification

Obtaining Written Opinions for Free

Obtaining a List of Cases by Category

Obtaining a List of Documents Filed by Date Range and/or Case Category

Turning CM/ECF Document Headers Off/On

**United States District Court
Northern District of Ohio**

Setting Up E-Mail Notification

Users can receive e-mail notification of all electronic filings in cases they are interested in by setting the automatic e-mail notification in their user accounts.

- ! Access the "Live" system. (Please note that the "Live" electronic filing system and the "Training Area" are different systems. Setting your e-mail notification in one system does not set it in the other.)
- ! Click on "*Utilities*"
- ! Click on "*Maintain Your Account*"
- ! Click on "*Email Information*"
- ! Enter your correct email address in the "*Primary e-mail address*" box. You may include more than one e-mail address (i.e. work, home).
- ! Under "*Send the notices specified below*", there will be a ✓ next to "*to my primary e-mail address.*" Click on the box "*to these additional addresses*" to identify any additional email addresses of others you would like to receive electronic notice (i.e. an associate, para-legal, secretary).
- ! You will find a ✓ next to "*Send notices in cases in which I am involved*". Click on the box "*Send notices in these additional cases*" to receive notification of activity for other cases. In the box to the right, enter the case numbers each on a separate line. Please use the format YY-#### (ex. 97-1234). You do not have to be a party in the cases entered.
- ! Select the type of notice you would like to receive. Notice "*Send a notice for each filing*" is automatically selected. This selection sends notices to you immediately upon filing. Click on "*Send a Daily Summary Report*" to have a summary of the notices sent to you at the end of the day (usually at midnight). If you seek electronic notice in only a handful of cases, this selection is the preferred method.
- ! Under Format notices, select the format of the notice most appropriate to your e-mail system. Select "*html format for Netscape or ISP e-mail service*" or "*text format for cc:Mail, GroupWise, other e-mail service.*" Some experimentation may be required.
- ! Click on "*Return to Account Screen.*" From the Account Screen, select "*Submit.*" You will receive a confirmation screen listing the cases and e-mail options you have selected.

**United States District Court
Northern District of Ohio
Obtaining Written Opinions**

You can easily obtain a listing of written opinions issued by the Court after April 16, 2005, as well as copies of the documents themselves, for free. Here's how.

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on **Written Opinions** under Civil and Criminal Reports
5. The Written Opinions Report screen will provide you with a variety of selection criteria to help you fine tune your search including: Case Number, Name, Office, Nature of Suit, Case Type, Cause, Case Flags, etc.). A screen shot is on the next page. Keep the default values for most of the items as they are. Change only those values that will help you meet your needs.

In the following example, we will search for all Written Opinions entered from 5/13/2005 to 5/19/2005

- a. Select an appropriate filing data range. Enter a **Filed** date of "5/9/2000" and a **to** date of "5/13/05".
 - c. Click **Run Report**.
6. The system will provide you with a list Written Opinions that meet the selection criteria.

Notes:

Written Opinions are defined by the Judicial Conference as as "any document issued by a judge of the court sitting in that capacity that sets forth a reasoned explanation for a court's decision." The responsibility for determining which documents meet this definition rests with the authoring judge

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections.

The **Filed** / **to** dates can be set for any range, but the system only identifies Written Opinions issued April 16, 2005 and later.

While access to Written Opinions is now free, PACER fees still apply for other documents.

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ECF

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Written Opinions Report

Case Number

Last Name First Name Middle Name

Office
Cleveland
Toledo

Nature of Suit
0 (zero)
110 (Insurance)

Case Type
Civil
Criminal

Cause
0 (No cause code entered)
00:0000 (00:0000 Cause Code U...)

Case Flags
2241
2254

Filed between and ☐ Summary text
☒ Full docket text

Sort by

Start WordPerfect 11 - [S:\EC... Northern District of O... 2:14 PM

**United States District Court
Northern District of Ohio**

Cases by Case Category

Did you know that you can obtain a list of civil cases filed in this Court by case category? It's easy. Here's how you do it.

Suppose you wanted to obtain a list of all pending **Insurance** cases.

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on **Civil Cases** under Civil Reports
5. The Civil Cases Report screen will provide you with a variety of selection criteria (Office, Case Type, Nature of Suit, Case Flags, Cause, etc.). A screen shot is on the next page. Keep the default values for most of the items as they are. Change the following to meet your needs:
 - a. Select the desired **Nature of Suit**. In this example, scroll down the Nature of Suit list and highlight **110 (Insurance)**.
 - b. Make sure the **Open Cases** check box is checked.
 - c. Select an appropriate filing data range. For this example I will enter a **Filed** date of "1/1/2000" and a **to** date of "5/19/05".
 - d. Click **Run Report**.
6. The system will provide you with a list of the pending Insurance cases.

Notes:

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections.

The **Filed** / **to** dates can be set for any range. The system has most cases going back to the early 1990s.

The system permits you to select **Open Cases** and/or **Closed Cases** by checking the appropriate check box.

The amount of time it takes to run the report is dependent upon a number of factors including your selection criteria and the number of users using the system.

Give it a try.

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Civil Cases Report

Office: Cleveland Toledo Case type: Civil Master Docket Nature of suit: 0 (zero) 110 (Insurance) 120 (Contract Marine) Case flags: 2241 2254 Cause: 0 (No cause code entered) 00:0000 (00:0000 Cause Code U...)

Filed: 1/1/2000 to 5/19/2005

Terminal digit(s): 2, 4-7 ☒ Open cases ☐ Closed cases

Sort by: Case Number

Output Format: ☒ Formatted Display ☐ Data Only

Run Report Clear

Start Northern District of O... WordPerfect 11 - [N:\wp... 11:28 AM

**United States District Court
Northern District of Ohio**

**Obtaining a List of Documents Filed by Date Range and/or Case Category
using the
Docket Activity Report**

The Docket Activity Report can help you obtain a list of documents filed with the Court for any day, or during any date range, with convenient links to the documents themselves. You can even narrow your search to documents filed in a specific case or category of cases, such as Patent cases. Here's how to do it. (**Note that applicable PACER charges apply.**)

Suppose you want to obtain a list of the documents filed from May 23rd to May 24th of 2005:

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on **Docket Activity**
5. The Docket Activity Report screen will provide you with a variety of selection criteria (Case number, Office, Case Type, Event Category, Case Flags, etc.). A screen shot attached. Keep the default values for most of the items as they are. Change only the items necessary to narrow the focus to the cases you want. In this example, only the date range needs to be altered.
 - a. To obtain the cases filed on May 23-24, 2005 change the dates to read:
"Entered between 5/23/2005 and 5/24/2005"
 - b. Click **Run Report**.
6. The system will provide you with a list of the documents entered into the system on those dates.

Notes: You can focus your search on a single case (just enter the case number) or a particular case category (select the appropriate Case Category flag). You can select more than one Case Category by holding down the control (ctrl) key when you click on your selections. The Case Category flag codes are:

CAT01	Admiralty	CAT08	Personal Injury
CAT02	Antitrust	CAT09	Administrative (Social Security)
CAT03	Civil Rights	CAT10	Tax
CAT04	Contract	CAT11	Copyright / Trademark
CAT05	Habeas Corpus	CAT12	General Civil
CAT06	Labor Relations	CAT13	Death Penalty
CAT07	Patent		

The time it takes to run the report is dependent upon your selection criteria and the number of users on the system. Experiment with whichever search criteria meet your needs.

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Docket Activity Report PUBLIC ACCESS

Case number ☒ Only cases to which I am linked

Office Akron Cleveland Case type Civil Criminal

Event category adr_not answer app_ord Case flags 2241 2254

Entered between 5/24/2005 and 5/25/2005 ☒ Summary text ☐ Full docket text

Sort by Case number

Run Report Clear

Done Internet

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**United States District Court
Northern District of Ohio
Turning the CM/ECF Document Headers Off/On**

The CM/ECF software allows case number, document number, date filed and page number to be displayed in a header on PDF document pages. The original PDF documents filed with the Court will not be altered in any way; instead, the case information will be generated at the time the document is accessed for viewing and/or printing, and affixed to the top of the document pages.

You can easily turn the PDF Document header feature off if you do not want headers to be displayed on documents you view or print. Here is how.

1. Log into the Court's CM/ECF system using your CM/ECF account.
2. Click on Utilities
3. Click on Maintain Your Account
4. Deselect the *Add Headers to PDF Documents* check box.
5. Click Submit button.
6. Click Submit button.

If you wish to turn the PDF document header feature back on, simply follow steps one through three above, reselect the *Add Headers to PDF Documents* check box and follow steps five and six.